

***ESSEX COUNTY  
BOARD OF ELECTIONS***

***621-5070***

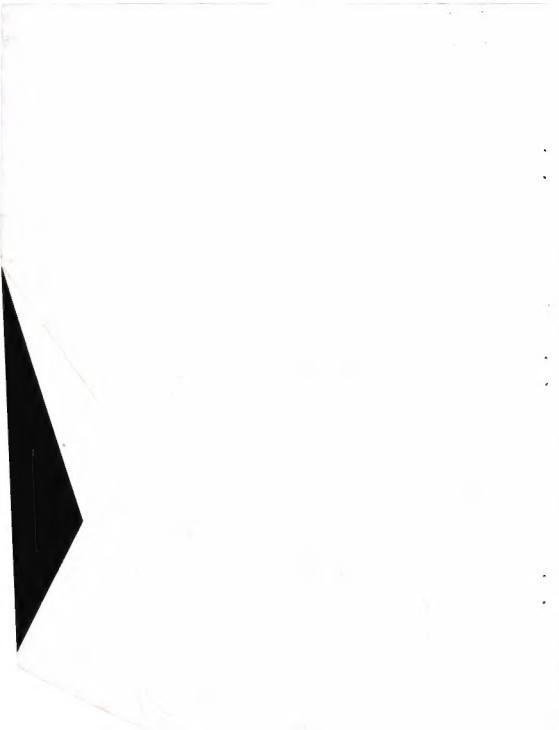


***QUICK ANSWERS***

***POLL WORKER HANDBOOK***

## **IMPORTANT NUMBERS TO REMEMBER.....**

<b>Authorization to use Emergency Ballots</b>	<b>621-6562</b> <b>621-6786</b>
<b>Bi-Lingual</b>	<b>621-4455</b>
<b>Boardworker problems &amp; vacancies</b>	<b>621-5070</b>
<b>Challenger Problems - Inside Polling Place</b>	<b>621-5071</b>
<b>Challenger Problems - Outside Polling Place</b>	<b>621-5061</b>
<b>Commissioner of Registration - Registration Matters</b>	<b>621-5030 &amp; 621-5031</b>
<b>Bi-Lingual Registration</b>	<b>621-5032</b>
<b>Superintendent of Elections</b>	<b>621-5061</b>
<b>Voting Machine Mechanic - See Key Package # 7 for number</b>	
<b>Voting Machine Warehouse</b>	<b>565-0055</b>



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## OPENING OF POLLS

### POLLS OPEN FOR VOTING AT 7:00 A.M. - POLLS CLOSE AT 8:00 P.M.

1. Arrive at your polling place at 6:15 A.M. in order to have the voting machine ready for voting PROMPTLY at 7:00 A.M.
2. Display the flag outside the entrance to the Polling Place.
3. POST SAMPLE BALLOT.
4. Set up machine and organize tables and poll books. Sign the Certification of Signature Comparison Record located inside of Poll Book. Check Voting Authority Pads for correct town and district.
5. Check the clock to be sure the time is accurate. The same timing device MUST be used for the opening and closing of the polls.
6. Vote to select a Judge and Inspector - one from each party. If you can't agree, the senior member of the Board (number of years on the Board) becomes the Judge and the next senior member (number of years on the board and opposite political party from the Judge) becomes the Inspector.
7. At precisely 7 A.M., the Judge of the Board should announce that the polls are officially open.

Please note: A majority of the board members must be present at all times. Each worker may be absent for 1 hour. No one is to take their break after 4:45 P.M.

AT ALL TIMES BE FAIR, HELPFUL, COURTEOUS AND FAMILIAR WITH ELECTION LAW AND PROCEDURES. IF YOU NEED ASSISTANCE, PLEASE CALL THE BOARD OF ELECTIONS AT 621-5070.

## PROCESSING THE VOTER

### New Poll Books

1. Boardworker greets the voter - asks for name and address. Boardworker locates the voters name in poll book and repeats the name of the voter so that the challengers can hear.
2. Voter signs their name next to the "X" in the center signature box. Compare voters signature with the sample signature on the left side. If both signatures match, the voter is eligible to vote. *In a Primary Election, if UNF (unaffiliated) appears above signature box, voter must declare either DEM (democrat) or REP (republican). You must write the party in the space to the right of word UNF before allowing this person to vote. You must put your initials in space labeled (Initials).* If you feel signatures do not match, follow challenge procedures found on page 9.

Poll Location:		Precinct Register For Precinct: 00001		Page: 1	
Election Name / ID		Election Date: 05/01/1998			
Voter Name / ID: JONATHAN E C30447 Sample Signature: [Signature]		Affirm Address: 05/01/1998 Party: _____		Initials: _____ Challenge: _____	
Signature Box: [Signature]		X Voter Signature Here		Ballot Number: _____	

3. The voter then signs a voting authority slip. A voting authority is issued to every voter EXCEPT THE PROVISIONAL BALLOT VOTER. The authority number (ballot number) must then be entered in the box labeled "Ballot #".

MUNICIPALITY - MAPLEWOOD  
13th District

**GENERAL ELECTION**  
APRIL 16th, 1998  
**VOTING AUTHORITY**

Nº 206

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Printed Name of Voter

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Signature of Voter

MUNICIPALITY - MAPLEWOOD  
13th District

**GENERAL ELECTION**  
APRIL 16th, 1998  
**VOTING AUTHORITY**

Nº 206

THIS CERTIFICATE MUST BE HANDS TO THE  
ELECTION OFFICER IN CHARGE OF THE VOTING  
MACHINE IN ORDER TO VOTE.

Essex County Board of Elections

When you give the voting authority to the voter and they give it to the boardworker who is working at the machine, it means that the voter has signed the poll book and is now authorized to vote.

Several messages may appear in the Signature of Voters box in the new poll book. It is important that you know how to process this voter.

**If the phrase "ABSENTEE BALLOT" appears in the signature box, that voter has applied for an absentee ballot and is not allowed to vote at the polls. Direct this person to contact the Office of the Board of Elections at 621-5070.**

647 W. WASHINGTON ST. MILWAUKEE WIS. 53201

REG. NO. 131159



☒ ABSENTEE BALLOT

SIGNATURE OR MARK OF VOTER

If above the voter signature box the phrase "AFFIRM ADDRESS" appears, ask voter if their address has changed.

- If the voter's address has not changed, the voter must affirm by signing an Affirmation of Residency form located in the front of the poll book and signature box. Voter is then given a voting authority and proceeds to vote on voting machine.
- If voter has moved within the same election district, the voter must sign an Affirmation of Transfer form located in the front of the poll book and signature box. Voter is then given a voting authority and proceeds to vote on voting machine.
- If voter has moved within the County of Essex and is in the proper election district, the voter will vote on a provisional ballot. Follow instructions under "Provisional Ballots".

**Address Book Division**

This form must allow the user to add and delete the address listed in the address book, to list and delete the entries. It may also be used to change the order of the entries within the list. The user may write the name down first and then add the remainder of the address. If they are happy with the address, send the file to disk as a pdf file.

ADD/DELETE/EDIT	ADD/DELETE/EDIT
NAME/ADDRESS	NAME/ADDRESS
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____
11. _____	12. _____
13. _____	14. _____
15. _____	16. _____
17. _____	18. _____
19. _____	20. _____
21. _____	22. _____
23. _____	24. _____
25. _____	26. _____
27. _____	28. _____
29. _____	30. _____
31. _____	32. _____
33. _____	34. _____
35. _____	36. _____
37. _____	38. _____
39. _____	40. _____
41. _____	42. _____
43. _____	44. _____
45. _____	46. _____
47. _____	48. _____
49. _____	50. _____
51. _____	52. _____
53. _____	54. _____
55. _____	56. _____
57. _____	58. _____
59. _____	60. _____
61. _____	62. _____
63. _____	64. _____
65. _____	66. _____
67. _____	68. _____
69. _____	70. _____
71. _____	72. _____
73. _____	74. _____
75. _____	76. _____
77. _____	78. _____
79. _____	80. _____
81. _____	82. _____
83. _____	84. _____
85. _____	86. _____
87. _____	88. _____
89. _____	90. _____
91. _____	92. _____
93. _____	94. _____
95. _____	96. _____
97. _____	98. _____
99. _____	100. _____

**3. If the phrase "NEED CURRENT SIGNATURE" appears in the original signature box, HAVE THE VOTER VOTE BY PROVISIONAL BALLOT.**

## ASSISTED VOTERS

A voter may be assisted in the voting booth if he/she certifies that he/she requires assistance to vote by reason of:

- A. BLINDNESS
- B. DISABILITY
- C. INABILITY TO READ OR WRITE

A voter may be assisted to vote by any ONE individual he/she chooses or two members of the district board.

A. Ascertain that the person who will assist the voter is not the voter's EMPLOYER OR AGENT OF THE EMPLOYER; or an OFFICIAL or AGENT of the VOTER'S UNION. (However, a voter may be assisted by a fellow co-worker or union MEMBER.)

B. Have person assisting voter and the voter sign the (numbered) disability oath located in the back of the poll book.

Please contact the Office of the Board of Elections immediately should a disabled voter have any problem whatsoever in exercising his/her right to vote.

### DISABILITY CERTIFICATES FOR ASSISTANCE

[Print Name of Voter]	[Voter Registration #]	[Print Name of Voter]	[Voter Registration #]
Do you solemnly swear (or affirm) that you are		Do you solemnly swear (or affirm) that you are	
Blind - Physically Disabled - Illness		Blind - Physically Disabled - Illness	
reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this station, without assistance; or help me God.		and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this station, without assistance; or help me God.	
Must be signed by 2 members of Board of Registry and Election of appropriate political party assisting voter.		Must be signed by 2 members of Board of Registry and Election of appropriate political party assisting voter.	
I do solemnly swear (or affirm) that I am not the above voter's employer, union official or any representative thereof.		I do solemnly swear (or affirm) that I am not the above voter's employer, union official or any representative thereof.	
Name of person assisting voter		Name of person assisting voter	
Address of person assisting voter		Address of person assisting voter	
Date of Election		Date of Election	
Voter Authority #		Voter Authority #	



**SIGNATURE OF VOTER BOX SIGNED IN ERROR**

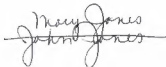
When a voter comes in to vote and you find that the voter's registration sheet was signed in error, draw a single line through the name of the voter who signed in the wrong box.



**DO NOT OBLITERATE OR ERASE THE NAME.**



Then have voter sign his or her name above the name that was signed in error.



## INACTIVE VOTER

An "Inactive Voter" is defined as a voter for whom a **CONFIRMATION NOTICE** has been sent, has not responded to same, but may retain his or her right to voting eligibility on Election Day.

When the Confirmation Notice is returned to the Commissioner of Registration's Office as undeliverable by the Post Office, "AFFIRM ADDRESS" is marked above the voter's signature box.

Poll Location:	Precinct Register For Precinct: 000001 ESSEX FELLOWSHIP DIST. 01	Page 1
Voter Name / ID	Election Date: 09/01/2008	
 Jonathan E. Casey 0104442 ESSEX FELLOWSHIP DIST. 01	<b>AFFIRM ADDRESS</b> Birth Date: 09/15/1971 Party: UNF	 Ballot Number Issues Challenges
Printed Name: 000001 00	X Voter Signature Here	

If "AFFIRM ADDRESS" appears above the signature box, ask the voter if their address has changed.

## **INACTIVE & PROVISIONAL BALLOT VOTERS**

### **IF VOTER STATES HE/SHE DID NOT MOVE**

If, in fact, the voter has never moved, and his/her BOX is marked "AFFIRM ADDRESS"

- He or she will be able to vote at the polling place of the registered address by first signing the **AFFIRMATION OF RESIDENCY** form found in front of poll book.
- The voter does not have to show any identification but must affirm that they live at that address.
- Voter then proceeds to vote on the voting machine.

### **IF VOTER STATES THEY HAVE MOVED WITHIN THE SAME ELECTION DISTRICT**

If voter states that he/she has moved but within the same election district,

- He or she will be permitted to vote at the polling place.
- Voter must sign the **AFFIRMATION OF TRANSFER** form found in front of poll book. They do not have to show any identification.
- Voter then proceeds to sign signature box and vote on the voting machine.

### **IF VOTER STATES HE/SHE DID MOVE OUTSIDE OF THE ELECTION DISTRICT**

If a voter states that they have moved outside of the election district but WITHIN THE COUNTY,

- He or she must be directed to the NEW POLLING PLACE. Please ask the voter for their new address. Check your COUNTY STREET GUIDE LISTING enclosed with your supplies to determine the ward and district that the voter resides in.
- Check your POLLING PLACE LISTING enclosed with your supplies for the name and address of the new polling place.
- Direct the voter to that location to vote on a PROVISIONAL BALLOT.

## **HOW TO PROCESS A PROVISIONAL BALLOT VOTER.**

When you pick up your supplies from the appropriate election office, you will sign for an orange nylon ballot bag. This bag will have a white inventory sheet attached and contain provisional ballots, affidavit envelopes, a privacy screen, a pencil and a small envelope containing a red seal to be used for return of bag if ballots are voted.

1) If it becomes necessary to use provisional ballots, remove seal from the orange nylon bag. Count the amount of ballots in bag to assure that you received the proper amount. Mark this in space provided on the inventory sheet attached to the nylon bag.

2) Place the privacy screen taken from provisional ballot bag in an area where the voter can vote in private. Next, you will provide the voter with a ballot, envelope with attached affidavit and a pencil.

3) Instruct the voter to complete the ballot (in private) with appropriate PENCIL (this is important since this ballot will be electronically scanned and ink cannot be read). When voter finishes voting his ballot, he must seal it in the ballot envelope. The voter will then complete the affidavit portion of the envelope. This will include their name, old address, new address, date of birth, signature, ward and district, and if necessary, the name of person providing assistance. Please be sure all information is complete. Do not detach the affidavit from the envelope.

4) The sealed envelope containing the ballot will then be placed in the orange bag.

5) At the close of the polls, count and record the amount of ballots and envelopes, used and unused on the inventory sheet attached to the bag. Remove the red seal from the bag and place the privacy screen, used and unused ballots and envelopes into the orange bag. Next, use the red seal to seal this bag. You **MUST** complete the inventory sheet attached to outside of bag.

6) Return this bag with all other election materials.

**REMEMBER: DO NOT OPEN THESE ENVELOPES. YOU DO NOT TALLY PROVISIONAL BALLOTS.**

## CHALLENGES TO VOTER

1. Members of District Boards have full power as challengers.
2. A Candidate may act as a challenger, without badge or permit of appointment.
3. PERMITS TO CHALLENGERS are issued by the Essex County Board of Elections. These permits must be filed by the challenger with the district board worker at polling place.

POWER OF CHALLENGERS: Legal Challengers, as well as District Board Members, may challenge anyone they believe is not entitled to vote. They have the **POWER** and **RIGHT** to ask all question to determine the challenged person's right to vote. They also have the right to be present at the count of the votes.

4. All questions and remarks from challenger must be directed to the board member, not the voter. Board member then asks the voter the questions that the challenger wants answered. The Board Member must repeat the information **LOUD ENOUGH** for the Challenger to hear.

5. **BADGES** Every Challenger (except candidates) shall wear a badge issued by the County Board of Elections showing Party or candidate for whom the challenger is acting.

6. Whenever a voter is challenged you must take the form C-3 "**INFORMATION FOR CHALLENGED VOTER**" (found in with your supplies) and read this information form aloud for that voter to hear. The duplicate copy is given to the voter who reads along. The **CHALLENGER** must sign the "**CHALLENGER AFFIDAVIT**" form C-2.

7. A person who is challenged may seek to establish his or her right to vote by affirming and signing an affidavit attesting to the voter's qualifications and/or providing a suitable identifying document for inspection, which may be but not limited to the following: a valid NJ Driver's License, a sample ballot with the voter's name and address, an official Federal State, County or Municipal document, a **utility** or telephone bill or a dated tax or rent receipt or a piece of mail postmarked on or after the 60th day before the election.

8. In all challenge instances - the district board shall take a vote as to the right of the voter to cast their ballot. If vote is tie 2-2 or is 3-1 or 4-0 in voter's favor, then voter shall be entitled to vote. VOTER MUST SIGN THE "CHALLENGED VOTER AFFIDAVIT" (C-4) BEFORE VOTING. If the vote is 3-1 or 4-0 against the voter, then the voter is not entitled to vote. (See Appeals)

If a voter has a problem and would like to file a complaint, provide the "VOTER'S COMPLAINT" form C-5 and a postage paid envelope found in your supplies to the voter. This form should be completed by the voter and mailed to the Commissioner of Registration's Office.

### APPEALS

**IMPORTANT** Any person who wishes to appeal any decision pertaining to their voting privilege on Election Day may appear before a Judge of the Superior Court. Judges will be sitting to hear cases and appeals on election day.

## WRITE-IN VOTES

Some voters may wish to cast a write-in vote. With your supplies, you will find a table top easel that outlines how to cast a write in vote. Stand this easel on your registration table for the voter to read.

At the top of the face of the machine is a row of metal slides with one or more slides for every office on the ballot. Instruct the voter to cast the machine ballot first. This will prevent accidentally locking out any office on the machine by opening the incorrect write-in slide. Locate the slot with the same number as the one on the office for which you wish to write in a name. Pushing up the metal slide exposes a piece of paper. The voter may write in the name of his candidate on the exposed paper.

At the end of the night, you must record all write-in votes in the designated area on the bottom of certificate # 2 which is called the print pack. Instructions for removal is found on the Voting Machine Instruction Pamphlet.

After recording the write-in votes, please fold the write-in paper and place in the Irregular Ballot envelope and return with your supplies.

## **EMERGENCY PAPER BALLOTS & BALLOT BOX INSTRUCTIONS**

Having reported to the mechanic (565-0055) that the voting machine in your district is inoperable, and having been authorized by the ESSEX COUNTY BOARD OF ELECTION AT 621-6562 or 621-6786 to open the ballot box so that voters can cast paper ballots without having to wait for a repairman, the following procedures must be completed.

In order for you to comply with the statutory requirements for paper ballot voting, you must use the supplies enclosed in the ballot box. EMERGENCY PAPER BALLOTS, PLAIN WHITE ENVELOPES, PRIVACY SCREENS AND TWO (2) SEALS

### **TO VOTE EMERGENCY PAPER BALLOT**

Break **GREEN** numbered seal, empty the emergency ballot box containing the following items

30 Emergency Paper Ballots - 30 Plain White Envelopes - Envelopes containing instructions for the use of White and Red numbered seals - Clip Board and Privacy Screen.

1. Close emergency ballot box and secure with numbered **WHITE** seal.
2. Place numbered **GREEN** seal in key envelope
3. At the time that the voting machine becomes inoperable, the "statement for emergency paper ballots voted" must be completed.
4. Place emergency ballots and plain white envelopes on a table next to the voting machine.
5. Have the voter sign the registry book and issue a two-part voting authority.
6. Have voter take voter's half of the voting authority to the board member who is stringing the authorities. This board member is now in charge of the ballots and the ballot box.



7. Take voting authority from voter, hand voter one emergency paper ballot, one plain white envelope and one privacy screen.

8. Direct the voter to the polling booth or privacy area. If voter voids/spoils ballot, upon return of the void ballot, the voter shall receive a second ballot. The district board worker marks "void/spoiled" on the plain white envelope that contains the spoiled ballot.

9. IT IS AGAINST THE LAW TO ALLOW THE BALLOT TO BE VOTED OUTSIDE THE POLLING BOOTH OR PRIVACY AREA. DO NOT give the next voter a ballot until the polling booth or privacy area is ready for occupancy (empty).

10. Allow voter to place voted ballot in plain white envelope and hand it to the district board member in charge of the ballot box, who will then place it in the ballot box. BALLOTS MAY BE PLACED IN THE BALLOT BOX ONLY BY MEMBERS OF THE DISTRICT BOARD

When the voting machine has been repaired or replaced, resume voting on the machine. Secure the unvoted paper ballots and plain white envelopes with your supplies REMINDER - THE EMERGENCY BALLOT BOX, SECURE WITH THE WHITE NUMBERED SEAL, MUST ALWAYS REMAIN IN FULL VIEW OF THE DISTRICT BOARD MEMBERS You must record voting authority # of the last person to use emergency paper ballot on to the "statement for emergency paper ballots voted". If a voting machine fails to operate on multiple occasions during any single election, a "statement for emergency paper ballots voted" shall be completed on each occasion when a machine fails to operate.

### **TO COUNT EMERGENCY PAPER BALLOTS**

1. After the polls close and the voting machine totals have been recorded, count the emergency ballots in the following manner:

A) Remove WHITE seal, and open the ballot box in full view of the public.

B) The judge removes the ballots ONE AT A TIME. While the ballot is still

in the hands of the judge, he/she will read the vote cast therein, in view of the inspector who will look at the ballot to make sure it is correctly read and record vote(s) on the emergency ballot tally sheet. If you remove an envelope marked void/spoiled, temporarily set it aside as is.

C) The Clerks of the district board will tally the results of the emergency ballots as they are read by the judge.

D) Before taking the next ballot from the ballot box, the judge shall return the ballot he/she has just read to its plain white envelope and hand it to the inspector. Each envelope is numbered (i.e. "1, 2, 3, etc.") and strung numerically.

2. The District Board Workers shall total all votes cast by emergency ballot on to the tally sheet. When vote tally is complete, this tally sheet shall be signed by ALL members of the district board. One copy of the tally is returned to the emergency ballot box, and the second copy is returned to the **County Clerk with the print pack**.

3. When all voted paper ballots are counted, tallied, and strung in numerical order, string all plain white envelopes marked void/spoiled at the end of the same string or wire. Place tally sheet and all emergency paper ballots, VOTED, UNVOTED, AND VOID, SPOILED in the ballot box and immediately secure box with RED numbered seal

## CLOSING OF THE POLLS

1. At 8: 00 P.M., the Judge announces that the polls are closed. Any voter already in the polling place and in line shall be permitted to vote before locking machine.

2. When all voters present have voted, you may begin closing procedures. Candidates, members of the press, official challengers, as well as the general public may be present at this time if they don't interfere with counting, recording, and closing procedures.

3. Complete Certification of Signature Comparison Record found in registration poll book. Now, seal registration book using plastic seal located in the back pocket of each binder.

4. The machines are locked and sealed at this time. The election results are on the print pack which must be removed from the machine (see machine pamphlet). Write-in or irregular votes must be counted and recorded on the print pack. If you have two machines, please remove the print pack from both machines, even if the second machine was not used.

Any used Emergency Ballots are counted and recorded on the Emergency Ballot Tally Sheet. Emergency Ballot Tally Sheets must be signed by all members of the district board. One copy is returned to the emergency ballot box, and the second is returned with print pack to the Municipal Clerk's Office or in the City of Newark, to 33 Washington Street (Detailed instructions on the use and counting of Emergency Ballots are included in this pamphlet.)

5. Next, you must prepare provisional ballots for return. If no provisional ballots were used, you should not open orange bag. Just return bag with your supplies.

If provisional ballots were used, open bag and count the number of ballots and envelopes used and unused. Complete the inventory sheet that is attached to the bag. Seal the bag with a red seal. (This will be found in the seal envelope in the orange provisional ballot bag) **RETURN THIS BAG WITH THE REST OF YOUR SUPPLIES AT THE END OF THE NIGHT. REMEMBER: YOU DO NOT OPEN PROVISIONAL BALLOTS.**

6. The election results will now be read loud enough for everyone present to hear.

7. All material must be returned to your Municipal Clerk's Office or in the City of Newark, to 33 Washington Street immediately after the closing of the polls.

## CLOSING OF THE POLLS...

MUNICIPAL CLERK'S OFFICES

<u>MUNICIPALITY</u>	<u>PHONE NUMBER</u>
BELLEVILLE	450-3302
BLOOMFIELD	680-4015
CALDWELL	403-4635
CEDAR GROVE	239-1410 EXT 204
EAST ORANGE	266-5115
ESSEX FELS	226-3400
FAIRFIELD	882-2701
GLEN RIDGE	748-8400
IRVINGTON	399-6797
LIVINGSTON	535-7966
MAPLEWOOD	762-8120
MILLBURN	564-7073
MONTCLAIR	509-4901
NEWARK	733-3757
NORTH CALDWELL	228-6410
NUTLEY	284-4955
ORANGE	266-4025
ROSELAND	226-8080
SOUTH ORANGE	762-6000
VERONA	239-3220
WEST CALDWELL	226-2300
WEST ORANGE	325-4155

## **IMPORTANT: PLEASE READ**

### **Poll Book Instructions**

### **General Election**

- 1) Sign the Certification of Signature Comparison Record
- 2) Look up Voter in the Poll Book by using the alphabetical index at the top and/or bottom of each page. Voter Names will be on the left side of the page.
- 3) If inside the voter signature box the phrase "**AFFIRM ADDRESS**" appears, the voter must affirm that the residence printed above the signature box has not changed.
  - A) If the voter's address has not changed, The voter affirms by completing an **Affirmation of Residency** form located in the back of the poll book, with signature before voting.
  - B) If the voter's **NEW** address is in the same election district, The voter affirms by completing an Affirmation of Residency form located in the back of the poll book, with signature before voting.
  - C) If the voter is not in the Poll Book and they have moved within Essex County, they will be voting **PROVISIONAL BALLOT** from their new district.
- 4) If the phrase "**REQUESTED ABSENTEE**" appears in the signature box, that voter has applied for an absentee ballot. **PERSON CANNOT VOTE AT THE POLLS.**
- 5) **HAVE THE VOTER SIGN THEIR NAME NEXT TO THE "X" IN THE CENTER SIGNATURE BOX.**
- 6) Compare the voter's signature to the sample signature to the left of the voter signature box. If they match, you must put your initial in the space labeled "Sig Comp By", located to the right of the voter signature box.
- 7) If the phrase "**NO SIGNATURE ON FILE**" appears in the box left of the signature box, **HAVE THE VOTER VOTE BY PROVISIONAL BALLOT.**
- 8) Assign a voting authority number for the voter.
- 9) Print the authority number in the box labeled "**Ballot No**" located to the right of the voter signature box. **Have voter sign the authority.**
- 10) **AT CLOSE OF THE ELECTION SEAL THE BINDER USING THE PLASTIC SEAL LOCATED IN THE BACK POCKET OF EACH BINDER.**

**New Jersey Election Law PROHIBITS defacing of the Poll Books, which includes the use of WhiteOut.  
Any paper work should be returned in the Election Day Brown Envelope  
DO NOT enclose any paper work in the Poll Books**

